

## INTELLIGENCE ANALYST

<b>RESOURCE CATEGORY</b>	Law Enforcement Operations
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Intelligence Analyst works within a fusion center or intelligence unit, supporting intelligence operations or providing analytic support to response operations
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>3. Specify any request for a security clearance and indicate the desired level of clearance</li> <li>4. Identify requests for specific subject matter expertise when ordering (such as expertise on a specific threat, sector, or discipline)</li> <li>5. Identify additional systems access in the request, such as Homeland Secure Data Network (HSDN), Law Enforcement Enterprise Portal (LEEP), RISSNet, DEA Internet Connectivity Endeavor (DICE), National Virtual Pointer System (NVPS), and Targeted Violence Information Sharing System (TAVISS), and other information sharing networks and deconfliction systems the requestor identifies</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
<b>DESCRIPTION</b>	Same as Type 3, PLUS: The National Incident Management System (NIMS) Type 1 (Advanced - Manager/Supervisor) Intelligence Analyst oversees a wide range of analytic activities in a lead or supervisory role	Same as Type 3, PLUS: The NIMS Type 2 (Advanced - Subject Matter Expert) Intelligence Analyst serves as a subject matter expert in the analytic process	Same as Type 4, PLUS: The NIMS Type 3 (Intermediate) Intelligence Analyst: 1. Generates intelligence reports  2. Manages analytic product development 3. Provides leadership to an analytic team	The NIMS Type 4 (Basic) Intelligence Analyst: 1. Researches and analyzes raw data 2. Applies critical thinking and logic skills to develop sound conclusions and recommendations 3. Provides actionable intelligence to management in a cohesive and clear manner	Not Specified
<b>EDUCATION</b>	Same as Type 3	A combination of 12 years of education and experience, in accordance with the Law Enforcement Analytic Standards and the Analyst Professional Development Road Map	A combination of seven years of education and experience, in accordance with the Law Enforcement Analytic Standards and the Analyst Professional Development Road Map	A combination of five years of education and experience, in accordance with the Law Enforcement Analytic Standards and the Analyst Professional Development Road Map	The Agency Having Jurisdiction (AHJ) may substitute a two or four-year degree for experience associated with the NIMS Type 1 (Supervisory), Type 2 (Advanced), Type 3 (Intermediate), and Type 4 (Basic) Intelligence Analysts.

Position Qualification for Intelligence and Information Sharing  
Law Enforcement Operations

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
<b>TRAINING</b>	<p>Same as Type 3, PLUS:</p> <ol style="list-style-type: none"> <li>1. Advanced-level training to pursue courses, educational opportunities, or specialized engagements focusing on the development and enhancement of leadership, management, or supervisory capabilities</li> <li>2. Completion of training and education on management of the analytic process to support achieving and maintaining the Common Competencies for State, Local, and Tribal Intelligence Analysts</li> </ol>	<p>Same as Type 3, PLUS:</p> <ol style="list-style-type: none"> <li>1. Advanced-level training to pursue courses, educational opportunities, or specialized engagements focusing on the enhancement and refinement of subject matter expertise in specific law enforcement and homeland security areas</li> <li>2. Completion of training and education on the analytic process to support achieving and maintaining the Common Competencies for State, Local, and Tribal Intelligence Analysts</li> </ol>	<p>Same as Type 4, PLUS:</p> <p>Completion of training courses that adhere to the Minimum Standards for Intermediate-level Analytic Training Courses, as the AHJ determines</p>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. IS-800: National Response Framework, An Introduction</li> <li>5. Nationwide Suspicious Activity Reporting (SAR) Line Officer Training</li> <li>6. Privacy line officer training</li> <li>7. First Amendment-protected events training</li> <li>8. Training on 28 CFR Part 23 Criminal Intelligence Systems Operating Policies</li> <li>9. Information Sharing Environment (ISE) Core Awareness Training</li> <li>10. One training course that adheres to the Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States and the Law Enforcement Analytic Standards, subject to the AHJ's approval</li> </ol>	<ol style="list-style-type: none"> <li>1. The Analyst Professional Development Road Map outlines training standards for this position.</li> <li>2. The NIMS Type 1 and 2 (Advanced) Intelligence Analysts each build upon the NIMS Type 3 (Intermediate) Intelligence Analyst.</li> </ol>

Position Qualification for Intelligence and Information Sharing  
Law Enforcement Operations

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
<b>EXPERIENCE</b>	<p>Same as Type 3, PLUS: Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Manages analysts and provides guidance and mentorship on the analytic process</li> <li>2. Examines the roles and missions of the agency and customer sets</li> <li>3. Assesses opportunities and challenges of the agency's analytic process, to include emerging and evolving policy and strategic issues</li> <li>4. Facilitates implementation of privacy, civil rights, and civil liberties issues and policies</li> <li>5. Analyzes how agency operations and processes support regional and national initiatives</li> <li>6. Provides leadership and project management</li> <li>7. Oversees the analytic process</li> </ol> <p>8. Produces and disseminates information</p>	<p>Same as Type 3, PLUS: Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Reviews and enhances collection plans and analytic production plans related to area of expertise</li> <li>2. Assesses jurisdictional implications of threat information through the use of a formal risk analysis process</li> <li>3. Conducts practical exercises to reinforce critical thinking and analytic concepts in the context of agency problems, procedures, and products</li> <li>4. Enhances consistency, quality, and defensibility of analytic products</li> <li>5. Examines the roles and missions of the agency and the customer sets</li> </ol> <p>Experience: Five additional years of experience working in an analytic capacity within a law enforcement agency, military or civilian intelligence agency, or equivalent experience in research, writing, and critical thinking</p>	<p>Same as Type 4, PLUS: Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Identifies legal, privacy, and ethical issues relating to intelligence collection, production, and dissemination</li> <li>2. Applies critical thinking within the intelligence and analysis process</li> <li>3. Understands the importance of sharing information and collaborating in a law enforcement environment</li> <li>4. Fuses intelligence and law enforcement analytic tradecraft in a law enforcement environment</li> <li>5. Communicates analytic observations and judgments and generates analytic products</li> <li>6. Applies specialized concepts and principles of law enforcement and homeland security in actionable products and operations</li> <li>7. Mentors analysts, to include offering training and guidance to assist in the professional development of junior analysts</li> <li>8. Builds professional contacts and networks and promotes networking opportunities for less-experienced analysts</li> <li>9. Provides management with recommendations for resource allocation based on independent analysis of data</li> </ol> <p>Experience: Two additional years of experience working in an (Continued)</p>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Familiar with the criminal intelligence process and the processes necessary to produce tactical and strategic intelligence products</li> <li>2. Handles and collates criminal intelligence information, through proper file management and information evaluation</li> <li>3. Develops intelligence through the processes of critical thinking, logic, inference development, and recommendation development</li> <li>4. Understands the methodical process of developing and implementing collection and analytic plans</li> <li>5. Understands legal, privacy, and ethical issues relating to intelligence</li> <li>6. Reviews intelligence products</li> <li>7. Identifies and uses various sources of information, including information sharing systems, networks, and commercial and public databases</li> <li>8. Familiar with the methods, tools, and techniques employed in intelligence analysis</li> <li>9. Applies skills in report writing, statistics, and graphic techniques in support of analytic methods</li> </ol> <p>Experience: Five years of experience working in an analytic capacity within a law enforcement agency, military or civilian (Continued)</p>	<ol style="list-style-type: none"> <li>1. The Minimum Standards for Advanced-level Analytic Training Courses and Common Competencies for State, Local, and Tribal Intelligence Analysts list the requisite knowledge, skills, and abilities.</li> <li>2. The NIMS Type 1 and 2 (Advanced) Intelligence Analysts each build upon the NIMS Type 3 (Intermediate) Intelligence Analyst.</li> <li>3. The Minimum Standards for Intermediate-level Analytic Training Courses and the Common Competencies for State, Local, and Tribal Intelligence Analysts list the requisite knowledge, skills, and abilities for the NIMS Type 3 (Intermediate) Intelligence Analyst.</li> <li>4. The AHJ may substitute a two or four-year degree for experience associated with the NIMS Type 1 (Supervisory), Type 2 (Advanced), Type 3 (Intermediate), and Type 4 (Basic) Intelligence Analysts.</li> </ol>

Position Qualification for Intelligence and Information Sharing  
Law Enforcement Operations

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
<b>EXPERIENCE</b>			(Continued) analytic capacity within a law enforcement agency or military or civilian intelligence agency, or equivalent work experience in research, writing, and critical thinking	(Continued) intelligence agency, or equivalent experience in research, writing, and critical thinking	
<b>PHYSICAL/MEDICAL FITNESS</b>	Same as Type 2	Same as Type 3	Same as Type 4	Moderate	NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
<b>CURRENCY</b>	Same as Type 2	Same as Type 3	Same as Type 4	1. Maintains currency with the AHJ as a sworn or civilian law enforcement or public safety employee 2. Maintains access to Homeland Security Information Network Intelligence Community of Interest (HSIN-Intel), eGuardian, and RISSIntel 3. Operational incident experience or participation in exercises, drills, or simulations within the past two years 4. Background checks as applicable law permits or requires	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within past 12 months; sex-offender registry check; and a local, state, and a local, state, and national criminal history.
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified	Not Specified	Not Specified	The AHJ may recommend that the Intelligence Analyst possess and maintain professional certification in Intelligence Analysis.

## NOTES

Nationally typed resources represent the minimum criteria for the associated category.

## REFERENCES

1. The Association of Law Enforcement Intelligence Unit's (LEIU) Audit Checklist for the Criminal Intelligence Function, September 2004
2. LEIU, Criminal Intelligence File Guidelines, March 2002
3. Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), Standards for Law Enforcement Agencies, Standards 42.1.6 and 46.3, March 2014
4. Global Justice Information Sharing Initiative, Analyst Professional Development Road Map, September 2019 (Version 2)
5. Global Justice Information Sharing Initiative, Minimum Standards for Intermediate-Level Analytic Training Courses, October 2013
6. Global Justice Information Sharing Initiative, Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies for the United States, October 2007
7. Global Justice Information Sharing Initiative, Common Competencies for State, Local, and Tribal Intelligence Analysts, June 2010
8. Global Justice Information Sharing Initiative, Criminal Intelligence Resources Guide: A Collection of Intelligence Information Sharing Products and Resources, July 2012
9. Global Justice Information Sharing Initiative, Analyst Toolbox, November 2006
10. Global Justice Information Sharing Initiative, Law Enforcement Analyst Certification Standards: Based on the Law Enforcement Analytic Standards, January 2010
11. Global Justice Information Sharing Initiative, and The International Association of Law Enforcement Intelligence Analysts (IALEIA), Law Enforcement Analytic Standards, April 2012
12. International Association of Crime Analysts (IACA), Certified Law Enforcement Analyst (CLEA) Certification Program Outline, August 2014
13. IACA, Crime Analysis Education Recommendations for Colleges & Universities, September 2012
14. International Association for Intelligence Education (IAFIE), Standards for Intelligence Analyst Initial Training, February 2013
15. IAFIE, Standards for Intelligence Education Undergraduate and Graduate Programs, 25 October 2011
16. IALEIA, The IALEIA Certification Process, 6 October 2015
17. Office of the Director of National Intelligence (ODNI), Intelligence Community Directive (ICD) 203: Analytic Standards, 02 January 2015
18. ODNI, ICD 610: Competency Directories for the Intelligence Community Workforce, 02 October 2010
19. U.S. Department of Homeland Security, National Prevention Framework, May 2013
20. U.S. Department of Homeland Security, Office of Intelligence and Analysis (I&A), I&A Career Roadmap: All-Source Analysis, October 2015
21. United States Department of Justice, 28 Code of Federal Regulations (CFR) Part 23, Criminal Intelligence Systems Operating Policies
22. U.S. Department of Justice, Community Oriented Policing Services (COPS), Law Enforcement Intelligence: A Guide for State, Local, and Tribal Law Enforcement Agencies, January 2009
23. U.S. Department of Justice, COPS, and the Police Foundation, Integrated Intelligence and Crime Analysis: Enhanced Information Management for Law Enforcement Leaders, August 2007
24. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016